

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Welder****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs gas, arc and electrical welding. Fabricates and repairs equipment. Maintains welding shop and provides wrecker service.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Fabricates and repairs equipment by laying out material, marking, cutting, and welding light and heavy materials with electrical and gas welding, fabricating sheet metal articles, removing old parts and performing brazing of various materials.
2	H	Provides wrecker service by traveling to the location, towing the vehicle and transporting it back to shop for repairs.
3	M	Maintains shop by performing safety checks of hazardous materials and tools, training helpers, cleaning and monitoring inventory.
7	L	Maintains welding equipment by ordering materials and supplies associated with welding operations.
8	M	Responds to emergencies by removing snow and storm debris.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year experience as a Welder.
Certifications and Other Requirements	Valid Driver's License, Welding Certification. Must obtain valid CDL (Class A) within six months of appointment.
Reading	Work requires the ability to read work orders, blue prints, computer programs, general correspondences and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, general correspondences and memorandums.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others. Work requires team involvement and development.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Welding, cleaning or maintenance work, preventative maintenance, assisting mechanics
Sitting	O	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from shop area, to/from vehicles
Lifting	O	Drill press, saws, hand tools, welding equipment and supplies, radio
Carrying	O	Drill press, saws, hand tools, welding equipment and supplies, radio
Pushing/Pulling	O	Various welding equipment and tools
Reaching	O	Drill press, saws, hand tools, welding equipment and supplies, radio
Handling	O	Drill press, saws, hand tools, welding equipment and supplies, radio
Fine Dexterity	R	Computer keyboard, radio, welding tools, writing
Kneeling	O	Welding and wrecker duties
Crouching	O	Welding and wrecker duties
Crawling	O	Welding and wrecker duties
Bending	O	Welding and wrecker duties
Twisting	O	Welding and wrecker duties
Climbing	O	Stairs
Balancing	O	Welding and wrecker duties
Vision	C	Computer, desk work, reading, writing, cleaning or maintenance work, preventative maintenance, assisting mechanics
Hearing	C	Telephone, co-workers, supervisor, various city personnel, shop workers, equipment, automotive vehicle noises, meetings
Talking	O	Telephone, co-workers, supervisor, various city personnel, shop workers
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Drill press, band saw, welders, hand tools, all City vehicles/equipment, 800 mhz radio, computer, Fleet Maintenance software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	X
Fire Hazards	D	Fumes and Odors	D	Vehicle	--
Explosives	M	Wetness/Humidity	W	Outdoors	--
Communicable Diseases	M	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	M				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, goggles, welding helmets, steel toe shoes, hearing protection, welding clothes as needed

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	R
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)